

# YOUTH SERVICES POLICY

<b>Title:</b> Secure Care SAVRY <b>Next Annual Review Date:</b> 06/10/2012	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 2. Classification <b>Number:</b> B.2.14
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<b>References:</b> 2-CO-4A-01, 2-CO-4B-01 (Administration of Correctional Agencies); 4-JCF-3A-25, 4-JCF-3D-03, 4-JCF-3D-05, 4-JCF-3D-06-6, 4-JCF-4E-01, 4-JCF-4E-03, 4-JCF-5A-01, 4-JCF-5B-01, 4-JCF-5C-03 (Juvenile Correctional Facilities); YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth, B.2.2 "Youth Classification System", B.2.13 "Early Release" and C.4.1 "Furlough Process and Escorted Absences"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 06/10/2011

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To set forth uniform policy and broad procedures governing the use of the SAVRY instrument.

## III. APPLICABILITY:

Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers, all Youth Services employees, and contracted health care providers assigned to make decisions concerning custody levels, furloughs, and early release recommendations. Facility Directors are responsible for developing written standard operating procedures to implement this policy.

## IV. DEFINITIONS:

**Classification** - The process which determines assignment to a custody level, program participation within available services, and assignment to the most appropriate facility.

**Community Based Services (CBS)** - formerly known as the Division of Youth Services, CBS includes all regional offices located throughout the state.

**Contracted Health Care Provider** – contracted licensed practitioners responsible for the physical and mental well-being of the secure care youth population. Services include medical, dental, and mental health services, nursing, pharmacy, personal hygiene, dietary services, health education, and environmental conditions.

**Continuous Quality Improvement Services (CQIS)** – the Central Office performance-based and results-driven competency and efficiency management system.

***Custody Level*** - An assignment to one of three designations, (i.e. maximum, medium, or minimum), that relates to the youth's eligibility for, but not necessarily limited to, housing assignment, work assignment, furlough/recreation, early release recommendation and movement within the perimeter of a secure care facility.

***Initial Individual Intervention Plan (IIP)*** – an individualized service plan developed by the intake case manager for a youth within 48 hours of a youth's arrival into direct admissions at a secure care facility. The initial IIP specifies problem areas, goals and objectives, and the methods used to attain them, including the role of the youth and the staff. Development of this plan is accomplished through the collaborative effort between the case manager and the youth. The treatment needs shall also be prioritized based upon review of the youth's SAVRY assessment and ratings, and the youth's record and recommendations made by the assessment summary. The IIP is modified throughout the youth's stay as need areas are identified.

***Juvenile Electronic Tracking System (JETS)*** – The centralized database used to track all youth under OJJ supervision and to record youth case records.

***Juvenile Justice Specialists (JJS)*** – Formally referred to as custody staff, security staff, Youth Care Officer, and Youth Care Worker.

***Over-ride*** - Objective consideration that can be used to alter the custody level.

***Progress Report*** - A report submitted to youth's court of jurisdiction on a quarterly basis specifying the youth's SAVRY assessment and rating, and progress or status in the following areas: social/family/and interpersonal issues; behavioral adjustment; education/vocational/recreational activities; medical issues; and mental health issues. The report includes recommendations by secure care staff concerning furloughs, modifications of disposition, and the justification for the recommendation.

***Reclassification/Regional Staffing*** - A multidisciplinary treatment team meeting which occurs on a quarterly basis between all staff working with or treating a youth for his/her specific needs. The multidisciplinary treatment team meeting shall be comprised of the youth's case manager, a social services supervisor, the dorm group leader or assistant group leader, the juvenile justice specialist that supervises the youth, the youth's probation officer (or a representative), a representative from the school (special education teacher if youth is receiving SSD #1 services), the contracted mental health provider (if applicable), a member of the medical staff who is familiar with the youth if he/she is receiving on-going medical treatment, a recreation representative (or qualified representative if unavailable), and the youth. The youth's family shall be encouraged to attend as well. Reclassification staffing shall help monitor the youth's progress, reveal any problem areas that need attention, discuss Code of Conduct violations during the quarter, and discuss interventions that can be utilized to change/alter the youth's behavior. At this time the youth's custody level is reclassified by rescoring his reclassification scale using the information gathered, to include any SAVRY reassessment results.

***Reintegration/Transition Plan*** - a plan prepared and entered into JETS by the youth's assigned case manager, which identifies follow-up services needed by the youth upon release to facilitate a successful transition and reintegration back into the community. The plan is coordinated with CBS and shall be used when completing an aftercare plan.

***Structured Assessment of Violence Risk in Youth (SAVRY)*** - the Structured Assessment of Violence Risk in Youth is an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items which were identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have also been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning the individual completing the assessment rates the youth on a number of evidence based risk factors and then weighs all the information to come to a final judgment that the youth is Low, Moderate or High Risk for future violence and/or general reoffending.

***Training Records Entry Completed (TREC)*** – The database used to track training hours of all YS employees.

## **V. POLICY:**

It is the Deputy Secretary's policy that individual youth program planning shall encompass a concern for the primary objectives of providing protection for the public, staff, and youth, reducing the risk of delinquent behavior, and enhancing youth growth and development. This may be accomplished through using evidenced based instruments to help determine the risk/needs of the youth. The SAVRY is used as a guide in professional risk assessments and intervention planning for violence and delinquency risk management in youth. The SAVRY assessment and subsequent reassessments provide emphasis on dynamic risk factors of youth, and aid in the development of an Individualized Intervention Plan, a Transition/Reintegration Plan, and in determining quarterly custody levels for each youth while in secure care.

## **VI. PROCEDURES:**

### **A. Admission Procedures**

1. Upon admission into secure care, a SAVRY assessment and rating completed by CBS shall be forwarded to the direct admissions staff at the assigned secure care facility along with all other information included in the packet. Staff who has completed training on the SAVRY shall take the rating into consideration when determining the initial custody level of a youth, along with all other information, to include the commitment document, certified true copy of the court order, court face sheet, assessment summary sheet, pre-disposition or social history, educational assessment, and JETS records.

2. Based upon the information in A.1. above, and the results of the SAVRY assessment summary risk rating for violence and delinquency are High or Low, an over-ride may be recommended and must be approved by the facility director / designee, as outlined in YS Policy No. B.2.2.
3. The SAVRY is NOT intended to predict reoffending risk for youth below the age of 12 or sex offenders based on past behavior and experiences. Therefore, refer to the SAVRY with caution when deciding on an over-ride for this particular population. Do not use the SAVRY as a means to estimate risk of sexual reoffending. The SAVRY estimates risk for general violence and general delinquent reoffending only. Many sex offenders are low risk for general violence and general delinquent reoffending. This does NOT mean they are low risk for reoffending sexually.
4. When developing an initial IIP, information from the SAVRY assessment shall be utilized. A maximum of three (3) High (especially critical) risk/need dynamic factors indicated on the SAVRY assessment shall be identified need areas on the IIP. If three (3) High risk/need areas are not indicated on the SAVRY assessment, the Moderate need areas identified shall be included.
5. When developing the initial Transition/Reintegration Plan, information from the SAVRY assessment shall be used when addressing the need areas indicated as High (and in some cases Moderate) Risk that should be focused on while in secure care and upon release to enable the youth to maintain a successful transition back into the community.
6. Youth who are immediately placed in secure care by the court shall have a full SAVRY assessment completed upon intake if CBS was unable to complete the assessment prior to transfer. In these instances, the SAVRY assessment shall be completed by CBS in conjunction with a trained secure care facility case manager.

**B. Quarterly Reclassification Custody Level Procedures**

1. Only YS employees who have completed all SAVRY training shall complete SAVRY assessments and review SAVRY rating scores.
2. Upon receiving a youth on their caseload, the case manager shall review JETS to determine the original date of the SAVRY assessment completed by the regional office. The case manager shall then determine during which monthly assessment period the original SAVRY assessment six month rating expires, triggering the need to complete a SAVRY reassessment. All staff trained to complete the SAVRY reassessments shall submit the completed SAVRY reassessment to be reviewed and approved by the Treatment Director at the applicable secure care facility.

3. The SAVRY summary risk rating for violence and delinquency must be considered when determining the youth's custody level. The multidisciplinary treatment team shall make a determination as to whether the results of the SAVRY summary risk ratings may or may not indicate the need for an override to a higher or lower custody level. The director / designee must approve all over-rides as indicated in YS Policy No. B.2.2.
4. The multidisciplinary treatment team shall make a determination of eligibility for furlough or early release based upon the youth's custody level, following the procedures outlined in YS Policies C.4.1 and B.2.13.
5. The lack of a SAVRY reassessment at the first quarterly reclassification staffing does not prevent the multidisciplinary treatment team from recommending a furlough or early release at that time, if the youth meets all other eligibility requirements as indicated in YS Policies C.4.1 and B.2.13. Results from the initial SAVRY completed by CBS can also be considered.
6. A copy of the SAVRY assessment / reassessment shall be completed in JETS, and approved by the Treatment Director.

**C. Individualized Intervention Plan (IIP)**

While youth are in secure care custody, many dynamic risk factors on the SAVRY may change. Some of the social history/contextual items and the individual/clinical items are dynamic factors that, if rated High, (and in some cases Moderate, with a slider up), should be targets for intervention, and therefore indicated as a new need area on the updated quarterly IIP. In addition, if a youth has successfully addressed a need, reducing the rating on this need area as low, the need area shall be removed from the IIP. The Case Manager shall determine the most critical High risk need areas (or Moderate risk areas) to address first. A maximum of three need areas shall be addressed on the IIP at a time. The need areas shall be addressed under seven broad areas to include:

- 1) disruptive behavior problems;
- 2) mental health/emotional stability;
- 3) substance abuse problems;
- 4) family issues;
- 5) educational;
- 6) employment needs; and
- 7) community needs.

In addition, the Case Manager shall address the interventions that will be instituted to address these needs, and which staff shall be responsible for providing the interventions.

The IIP shall be updated at every quarterly staffing, and also following SAVRY reassessments. The purpose is to include any new or unaddressed need areas, and to exclude need areas that have been successfully addressed.

**D. Transition / Reintegration Planning**

1. The same need areas addressed in the IIP that are indicated on the SAVRY as High (and in some cases Moderate) Risk for a youth shall be indicated on his/her initial Transition/Reintegration Plan under the same seven broad need areas, and appropriate recommendations for follow up of these needs shall also be indicated in the plan. The appropriate parish service referral matrix utilized by the Probation / Parole Officer (PO), shall be referred to when selecting the service options that best address the youth's needs.
2. In addition to the IIP, the Transition/Reintegration plan shall be updated following each SAVRY reassessment and further developed to include any newly identified need areas, or to exclude any need areas that have been successfully completed.

**E. Progress Reports / Furloughs / Modification of Disposition**

1. The SAVRY assessment summary risk rating for violence and general delinquency in addition to specific risk/needs identified as present and are contributing to the youth's delinquency shall be indicated on each progress report, furlough request, or modification of disposition forwarded to a youth's court of jurisdiction. Upon the first quarterly staffing, the full assessment rating completed by CBS shall be indicated.
2. Subsequent progress reports, furloughs, or modification of disposition, shall indicate the latest SAVRY reassessment summary risk rating for violence and general delinquency, and those risk/needs factors identified that still continue to contribute to the youth's delinquency, and the date the reassessment was conducted.
3. When making recommendations to the court, the secure care case manager shall consider the youth's overall level of risk for re-offending or violent behaviors, as well as the items on the SAVRY assessment/reassessment, as contributing to the youth's delinquency.

4. If a furlough or modification of disposition is being recommended by secure care staff for a youth that rates High on the SAVRY assessment / reassessment, a packet which includes the youth's progress report, custody reclassification form indicating the override (approved by the facility director / designee), and the summary of staffing form, shall be forwarded to the Deputy Assistant Secretary/Facilities or designee for approval before forwarding to the court.
5. Because the SAVRY assessment is part of the youth's treatment record, it shall not be distributed to attorneys or courts. The summary risk rating for violence and general delinquency and individual risk/need factors contributing to the youth's delinquency are to be reported in the same section the custody level is reported on the progress report to the court.

## **VII. TRAINING**

- A. Each secure care facility shall designate two master trainers who shall receive extensive training of the SAVRY risk/needs assessment. Additional trainers are at the discretion of the facility director, based upon the size of the facility, and due to the potential turnover of master trainers.
- B. A documented two day workshop received from either the author of the SAVRY tool, other qualified trainer, or designated master trainer, must be attended by all staff required to complete assessments / reassessments. This training shall be entered into the TREC database.
- C. Documented ratings on a minimum of two additional standardized practice cases must have occurred, with feedback on ratings from a master trainer, prior to staff utilizing the tool. Documentation shall be maintained by the employee's supervisor.
- D. Documented individual feedback from a master trainer for staff with more than an acceptable number of "incorrect" responses, shall be maintained by the employee's supervisor.
- E. All staff responsible for completing a SAVRY risk/needs assessment / reassessment shall receive additional documented training on the following policy issues:
  1. YS Policy regarding when and for what cases the initial SAVRY risk/needs assessment, and subsequent reassessments are to be conducted.
  2. How the results of the SAVRY assessments / reassessments are to be communicated in intake reports, progress reports to the court, modifications of disposition, and furloughs.

3. How the results of a SAVRY assessment / reassessment should be used to select appropriate referrals, and ongoing case management.
  4. All policy training shall be entered into the TREC database.
- F. Documented SAVRY booster trainings shall be conducted twice per year and shall be accomplished in one of two ways:
1. Utilizing another standardized practice case that all staff shall complete, and receive feedback on from a master trainer; or
  2. Utilizing a documented case presentation conducted during a staff meeting, where all staff score/rate the case with discussion about the most appropriate ratings.

Following either case rating, SAVRY booster training shall include a discussion about how the results of the assessment should be used for case management in that particular case, including the disposition recommendation, updating of the IIP, and service referrals in the Reintegration/Transition plan. All booster training shall be entered into the TREC database.

- G. Staff with more than an acceptable number of “incorrect” item ratings at a booster training shall receive additional documented individual feedback from a master trainer, and shall complete an additional case to discern whether or not there has been improvement. The additional one-on-one training shall also be entered into the TREC database, and maintained by the employee’s supervisor.

## **VIII. QUALITY ASSURANCE – SECURE CARE**

- A. Quarterly JETS reports shall be distributed to Facility Directors, Treatment Directors, and all case management supervisors, from Central Office, for their review to insure the following:
1. Youth are being assessed / reassessed in accordance with policy (i.e., secure care intake, every six months, etc.).
  2. Review assessments of all SAVRY ratings by case manager supervisors to insure staff is not routinely assigning a single risk category (e.g., all youth assigned come up as “Low Risk”, “Moderate Risk”, or “High Risk”).
  3. Review SAVRY assessments to ensure staff are not marking items as critical that they rated as Low or Moderate. Only items rated as High should be marked as critical items, and not all items rated as High will be critical risk factors.



4. The Treatment Director reviews overall SAVRY ratings to insure youth are receiving the appropriate level of treatment.
5. To review SAVRY ratings to insure youth are receiving, (or upon discharge/exit), received the appropriate service referrals from staff.
6. To ensure all SAVRY reassessments completed are reviewed by the Director of Treatment, by confirming their approval or disapproval of the rating in JETS.

**IX. QUALITY ASSURANCE – CENTRAL OFFICE**

Quarterly JETS reports shall be distributed to the Central Office Director of Treatment, and CQIS for their review and tracking of the items noted in Section VIII above.

**Previous Regulation/Policy Number:** B.2.14  
**Previous Effective Date:** 10/06/10  
**Attachments/References:**